

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 3, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-50

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2016 ends June 19, 2016 with payroll direct deposits and checks for the June 24, 2016 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2016 payroll transactions will be processed through LaGov HCM for the pay period ending June 19, 2016.

NOTE: The off-cycle workbench will be locked Tuesday, June 28 at 2:00 p.m. and remain locked until Wednesday, July 6, 2016 for the fiscal year end close.

Off-cycle processing for fiscal year 2016 must be processed through the system by 2:00 p.m. Tuesday, June 28, 2016. Fiscal year 2016 payments that have been reversed in LaGov HCM by OSUP, per the agency's request, must have an off-cycle correction run and saved by 2:00 p.m. June 28, 2016 in order to be charged to fiscal year 2016. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2017 in AFS.

All J5 rejects in AFS for the June 24, 2016 payday and for off-cycles processed through Tuesday, June 28, 2016 must be corrected (in PEND3 status) by 9:00 a.m. Thursday, June 30, 2016 in order to be charged to fiscal year 2016 in AFS.

Reminder: Payroll processing for the first payday of fiscal year 2017 will take place on Monday, July 4, 2016, which is a state holiday.

If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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APH:BB/par